Viewing Pay Processing Shortcuts

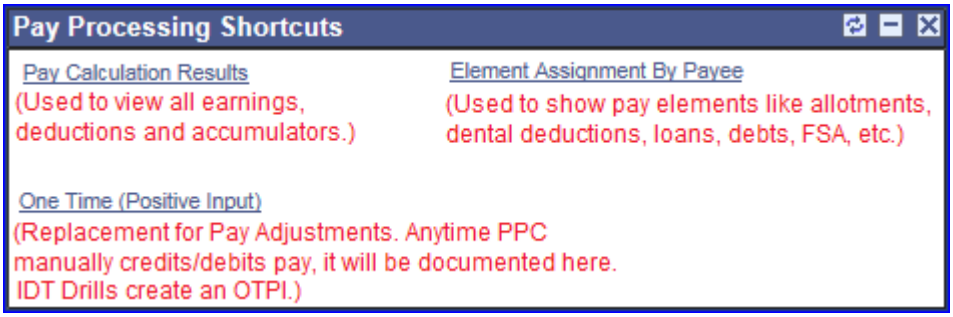
Overview

Introduction

This guide provides the procedures for viewing the Pay Processing Shortcuts in Direct Access. SPO users should use the following links to audit and verify pay transactions submitted on members. Review the Terminology in the DA Knowledge Base before proceeding.

Pay Processing Shortcuts Pagelet

See below.



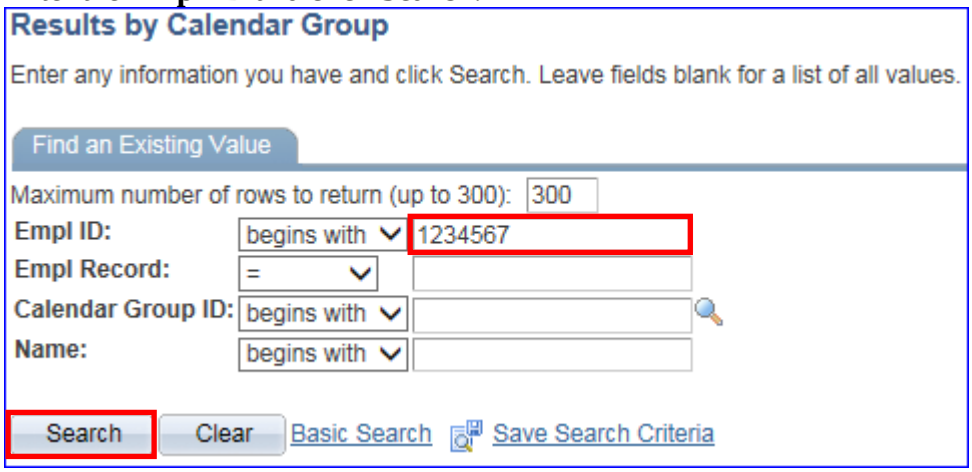
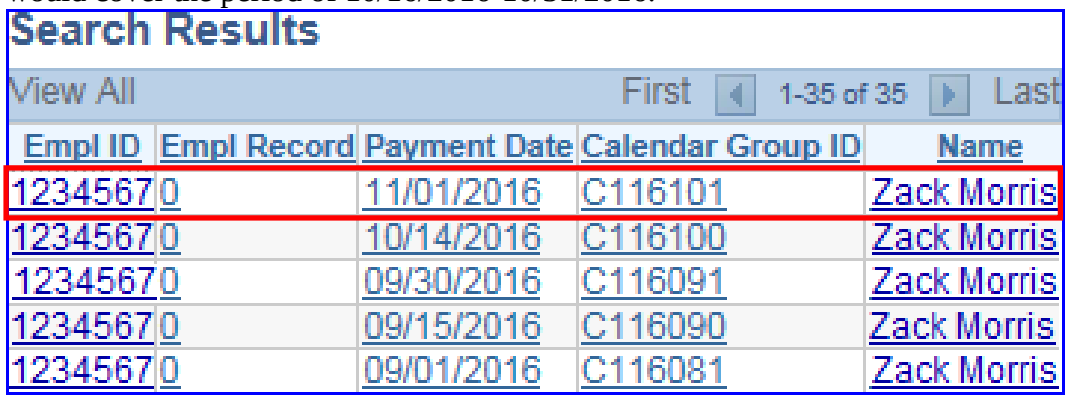
Contents

Topic	See Page
Pay Calculation Results	2
Element Assignment by Payee (EABP)	12
One Time Positive Input (OTPI)	14

Pay Calculation Results

Introduction This section provides the procedures for viewing the Pay Calculation Results in Direct Access.

Procedures See below.

Step	Action
1	Select **Pay Calculation Results** from the Pay Processing Shortcuts pagelet.
2	Enter the **Empl ID** and click **Search**. 
3	Select the appropriate **Calendar Group ID**. Use the **Payment Date** to determine which calendar to choose. For example, the 10/14/2016 Payment Date would cover the period of 10/1/2016-10/15/2016 and the 11/01/2016 Payment Date would cover the period of 10/16/2016-10/31/2016. 

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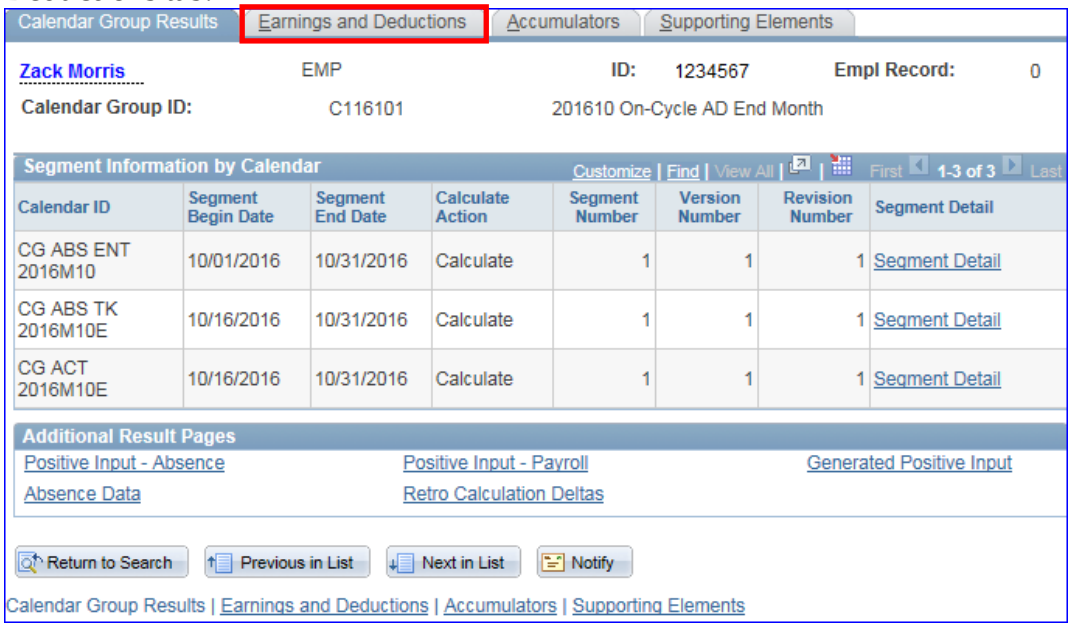
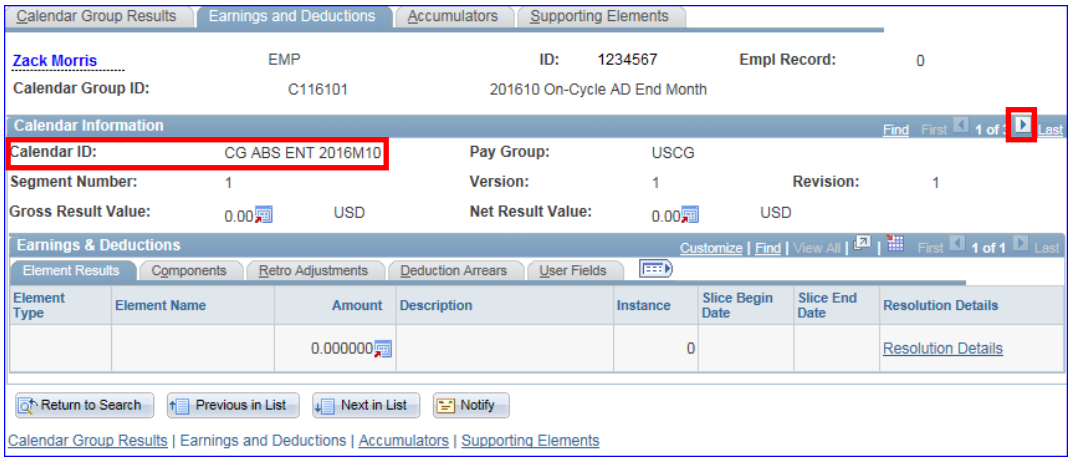
Procedures,
continued

Step	Action
4	The **Calendar Group Results** tab will display. Click on the **Earnings and Deductions** tab. 
5	Click the **Right Arrow** button to get to the Calendar ID that says CG ACT/CG RSV 2016M10M (mid-month) or CG ACT/RSV 2016M10E (end-month). ACT stands for Active Duty. RSV stands for Reserve. 2016M10M stands for the year 2016, the month of October (M10), mid-month (M) paycheck. For example, end-month November would read 2016M11E. 

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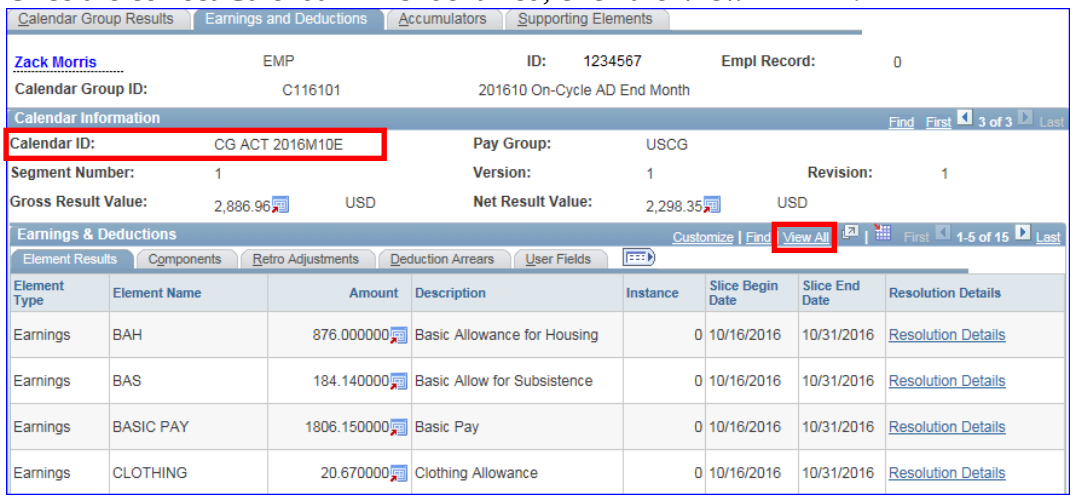
Pay Calculation Results, Continued

Procedures,
continued

Step	Action
6	Once the correct Calendar ID is identified, click the **View All** link. 
7	All of the Earnings will be listed first in alphabetical order. See field/description table below.

Field	Description
Element Type	Earning or Deduction
Element Name	Abbreviated name for element
Amount	Represents 15 days of pay for that element (unless prorated)
Description	Description of element
Instance	Will show a number if it is listed in Element Assignment by Payee (EABP)
Slice Begin Date	First day of pay period or first day of Reserve Active Duty orders
Slice End Date	Last day of pay period or last day of Reserve Active Duty orders
Resolution Details	Shows additional information for some elements (i.e. Lump Sum Leave Sale will show the amount of days sold)

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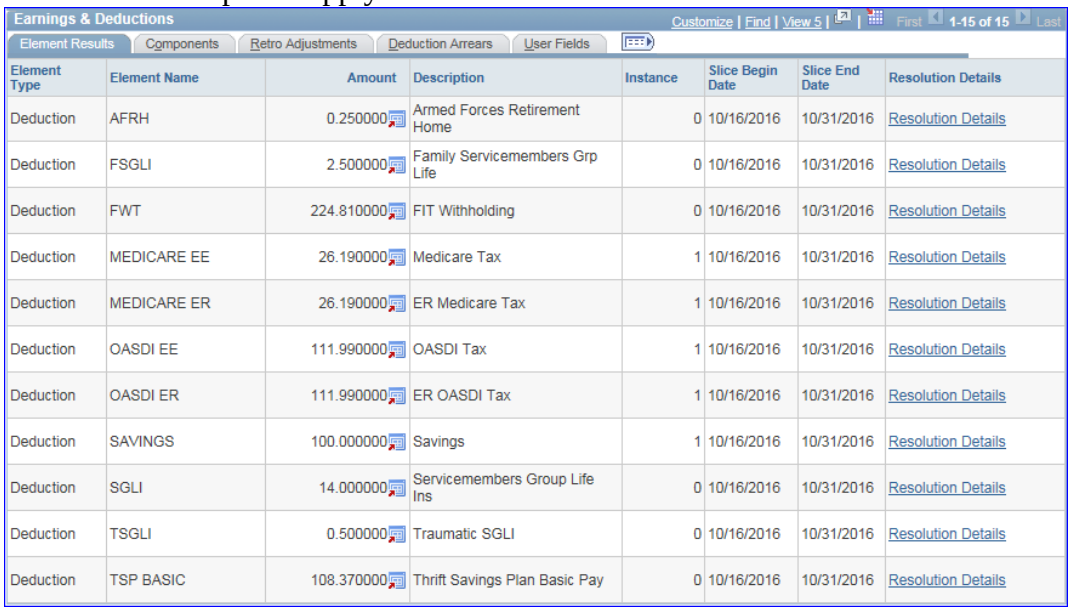
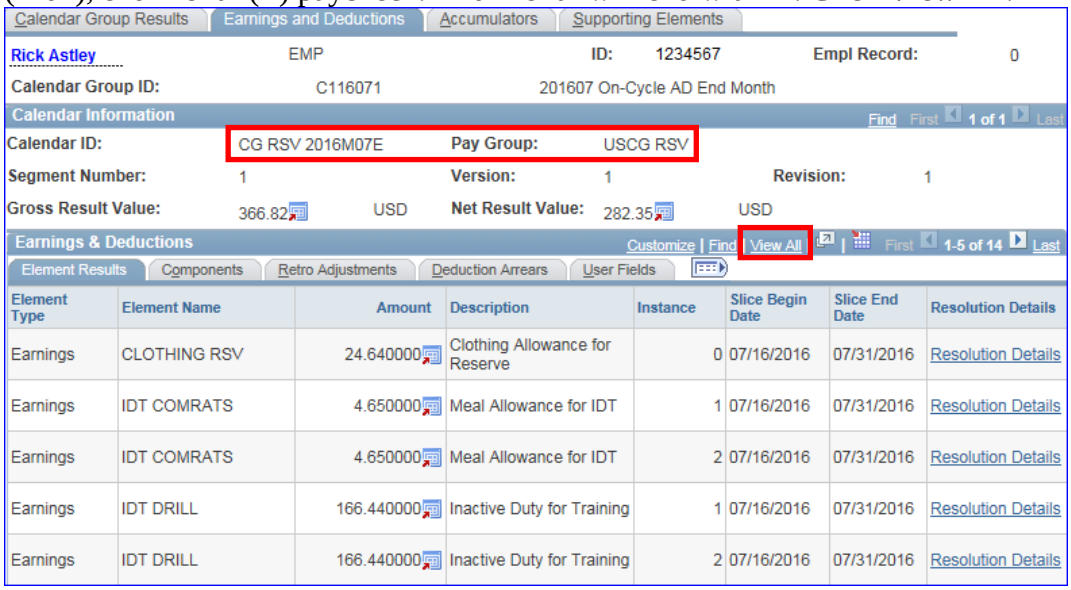
Pay Calculation Results, Continued

Procedures,
continued

Step	Action
8	All of the deductions will be listed in alphabetical order below the earnings. The same field/descriptions apply. 
9	IDT Drills will only pay from a Reserve Calendar and a Reserve Pay Group. CG RSV 2016M07E represents a Reserve (RSV) calendar for 2016, the month of July (M07), end-month (E) paycheck. Mid-month will end with M. Click **View All**. 

Earnings & Deductions — Customize | Find | View 5 | First 1-15 of 15 Last

Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Deduction	AFRH	0.250000	Armed Forces Retirement Home	0	10/16/2016	10/31/2016	Resolution Details
Deduction	FSGLI	2.500000	Family Servicemembers Grp Life	0	10/16/2016	10/31/2016	Resolution Details
Deduction	FWT	224.810000	FIT Withholding	0	10/16/2016	10/31/2016	Resolution Details
Deduction	MEDICARE EE	26.190000	Medicare Tax	1	10/16/2016	10/31/2016	Resolution Details
Deduction	MEDICARE ER	26.190000	ER Medicare Tax	1	10/16/2016	10/31/2016	Resolution Details
Deduction	OASDI EE	111.990000	OASDI Tax	1	10/16/2016	10/31/2016	Resolution Details
Deduction	OASDI ER	111.990000	ER OASDI Tax	1	10/16/2016	10/31/2016	Resolution Details
Deduction	SAVINGS	100.000000	Savings	1	10/16/2016	10/31/2016	Resolution Details
Deduction	SGLI	14.000000	Servicemembers Group Life Ins	0	10/16/2016	10/31/2016	Resolution Details
Deduction	TSGLI	0.500000	Traumatic SGLI	0	10/16/2016	10/31/2016	Resolution Details
Deduction	TSP BASIC	108.370000	Thrift Savings Plan Basic Pay	0	10/16/2016	10/31/2016	Resolution Details

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

Rick Astley EMP ID: 1234567 Empl Record: 0

Calendar Group ID: C116071 201607 On-Cycle AD End Month

Calendar Information — Find First 1 of 1 Last

Calendar ID: CG RSV 2016M07E Pay Group: USCG RSV

Segment Number: 1 Version: 1 Revision: 1

Gross Result Value: 366.82 USD Net Result Value: 282.35 USD

Earnings & Deductions — Customize | Find | View All | First 1-5 of 14 Last

Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	CLOTHING RSV	24.640000	Clothing Allowance for Reserve	0	07/16/2016	07/31/2016	Resolution Details
Earnings	IDT COMRATS	4.650000	Meal Allowance for IDT	1	07/16/2016	07/31/2016	Resolution Details
Earnings	IDT COMRATS	4.650000	Meal Allowance for IDT	2	07/16/2016	07/31/2016	Resolution Details
Earnings	IDT DRILL	166.440000	Inactive Duty for Training	1	07/16/2016	07/31/2016	Resolution Details
Earnings	IDT DRILL	166.440000	Inactive Duty for Training	2	07/16/2016	07/31/2016	Resolution Details

Continued on next page

Pay Calculation Results, Continued

Procedures,
continued

Step	Action
10	Notice there are less earnings and deductions than an Active Duty calendar.

Earnings & Deductions

Customize | Find | View 5 | First 1-14 of 14 Last

Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	CLOTHING RSV	24.640000	Clothing Allowance for Reserve	0	07/16/2016	07/31/2016	Resolution Details
Earnings	IDT COMRATS	4.650000	Meal Allowance for IDT	1	07/16/2016	07/31/2016	Resolution Details
Earnings	IDT COMRATS	4.650000	Meal Allowance for IDT	2	07/16/2016	07/31/2016	Resolution Details
Earnings	IDT DRILL	166.440000	Inactive Duty for Training	1	07/16/2016	07/31/2016	Resolution Details
Earnings	IDT DRILL	166.440000	Inactive Duty for Training	2	07/16/2016	07/31/2016	Resolution Details
Deduction	FSGLI	5.000000	Family Servicemembers Grp Life	0	07/16/2016	07/31/2016	Resolution Details
Deduction	FWT	15.000000	FIT Withholding	0	07/16/2016	07/31/2016	Resolution Details
Deduction	MEDICARE EE	4.830000	Medicare Tax	1	07/16/2016	07/31/2016	Resolution Details
Deduction	MEDICARE ER	4.830000	ER Medicare Tax	1	07/16/2016	07/31/2016	Resolution Details
Deduction	OASDI EE	20.640000	OASDI Tax	1	07/16/2016	07/31/2016	Resolution Details
Deduction	OASDI ER	20.640000	ER OASDI Tax	1	07/16/2016	07/31/2016	Resolution Details
Deduction	SGLI	28.000000	Servicemembers Group Life Ins	0	07/16/2016	07/31/2016	Resolution Details
Deduction	SWT	10.000000	State Income Tax	1	07/16/2016	07/31/2016	Resolution Details
Deduction	TSGLI	1.000000	Traumatic SGLI	0	07/16/2016	07/31/2016	Resolution Details

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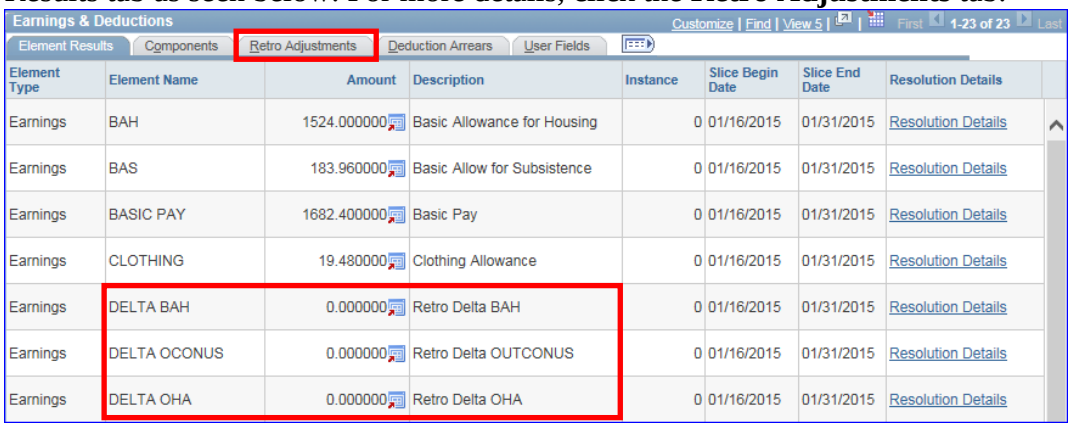
Pay Calculation Results, Continued

Procedures,
continued

Step	Action
11	If the member has a Retro Adjustment, it will appear as a DELTA in the Element Results tab as seen below. For more details, click the **Retro Adjustments** tab.  This particular scenario involved a member who was station in the U.K., living in government quarters and paying BAH-Diff for child support. The member moved out into the economy and became eligible for OHA. Shortly after, the member got married. The member's spouse and children are residing in Hawaii. This made the member eligible to receive dual OUTCONUS COLA rows, one for with dependents at the Hawaii rate, and one for without dependents at the Great Britain rate.

Earnings & Deductions — Customize | Find | View 5 | First 1-23 of 23 Last

Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	BAH	1524.000000	Basic Allowance for Housing	0	01/16/2015	01/31/2015	Resolution Details
Earnings	BAS	183.960000	Basic Allow for Subsistence	0	01/16/2015	01/31/2015	Resolution Details
Earnings	BASIC PAY	1682.400000	Basic Pay	0	01/16/2015	01/31/2015	Resolution Details
Earnings	CLOTHING	19.480000	Clothing Allowance	0	01/16/2015	01/31/2015	Resolution Details
Earnings	DELTA BAH	0.000000	Retro Delta BAH	0	01/16/2015	01/31/2015	Resolution Details
Earnings	DELTA OCONUS	0.000000	Retro Delta OUTCONUS	0	01/16/2015	01/31/2015	Resolution Details
Earnings	DELTA OHA	0.000000	Retro Delta OHA	0	01/16/2015	01/31/2015	Resolution Details

Continued on next page

Pay Calculation Results, Continued

Procedures,
continued

Step	Action
12	Any retroactive amounts will appear in the **Calculation Adjustment** column. Additional information can be found using the **Adjustment Detail** links. See chart below regarding amounts.

Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
Earnings	BAH	1524.000000					Resolution Details
Earnings	BAS	183.960000					Resolution Details
Earnings	BASIC PAY	1682.400000					Resolution Details
Earnings	CLOTHING	19.480000					Resolution Details
Earnings	DELTA BAH	0.000000	2706.300000			Adjustment Detail	Resolution Details
Earnings	DELTA OCONUS	0.000000	998.310000			Adjustment Detail	Resolution Details
Earnings	DELTA OHA	0.000000	2466.540000			Adjustment Detail	Resolution Details
Earnings	OCONUS COLA	524.800000					Resolution Details
Earnings	OCONUS COLA	409.510000					Resolution Details
Earnings	OHA	1197.780000					Resolution Details
Deduction	ADVANCE PYBK	151.970000					Resolution Details
Deduction	AFRH	0.250000					Resolution Details
Deduction	FSGLI	2.500000	7.500000			Adjustment Detail	Resolution Details

Element Type	Positive Amount	Negative Amount
Earnings	Amount paid to member (ex. DELTA BAH 2706.30)	Amt deducted from member (ex. DELTA BAH -2706.30)
Deductions	Amt deducted from member (ex. FSGLI 7.50)	Amount paid to member (ex. FSGLI -7.50)

Continued on next page

Procedures,
continued

Step	Action
12 (cont)	Another Retro example: This was the result of the SPO deleting the member's OCONUS COLA row. The system calculated an overpayment of $3849.68. Click on the Adjustment Detail link for additional information.

Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Calculation Adjustment	Base Adjustment	Unit Adjustment	Adjustment Detail	Resolution Details
Earnings	BAS	183.960000					Resolution Details
Earnings	BASIC PAY	2279.400000					Resolution Details
Earnings	CLOTHING	19.490000					Resolution Details
Earnings	DELTA BAS	0.000000	0.010000			Adjustment Detail	Resolution Details
Earnings	DELTA OCONUS	3849.680000	-3849.680000			Adjustment Detail	Resolution Details
Deduction	AFRH	0.250000					Resolution Details
Deduction	ASSOC DUES	1.000000					Resolution Details
Deduction	FSGLI	3.250000					Resolution Details
Deduction	FWT	370.630000					Resolution Details

Click View All to see all the Calendars affected.

Results by Calendar Group

Delta Details

Empl ID:		**Name:**	**Empl Record:** 0
Calendar Group ID:	C115050	**Description:**	201505 On-Cycle AD Mid Month
Calendar ID:	CG ACT 2015M05M	**Pay Group:**	USCG
Element:	DELTA OCONUS	**Element:**	Retro Delta OUTCONUS
Segment Number:	1	**Instance:**	0

Delta Details — Customize | Find | View All | First 1 of 10 Last

Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta
CG ACT 2014M12E	A14M12PRD2	OCONUS COLA	1	USD	-407.910000	0.000000	0.000000

Continued on next page

Procedures,
continued

Step	Action
12 (cont)	The Source Calendar ID identifies ALL the calendars affected by the retro deduction. When the SPO deleted the OCONUS COLA row, the system recouped all the money that was paid for OCONUS COLA in December-April. The total amount from adding all of the calendars together equals the overpayment.
13	Even when a Reservist does not drill or perform any active duty within a pay cycle, a Reserve calendar is still built for SGLI, FSGLI and TSGLI premiums.

Delta Details — Customize | Find | View 1 | First 1-10 of 10 Last

Source Calendar ID	Period ID	Source Element	Segment Number	Currency	Amount Delta	Base Delta	Unit Delta
CG ACT 2014M12E	A14M12PRD2	OCONUS COLA	1	USD	-407.910000	0.000000	0.000000
CG ACT 2014M12M	A14M12PRD1	OCONUS COLA	1	USD	-382.420000	0.000000	0.000000
CG ACT 2015M01E	A15M01PRD2	OCONUS COLA	1	USD	-407.910000	0.000000	0.000000
CG ACT 2015M01M	A15M01PRD1	OCONUS COLA	1	USD	-382.420000	0.000000	0.000000
CG ACT 2015M02E	A15M02PRD2	OCONUS COLA	1	USD	-331.430000	0.000000	0.000000
CG ACT 2015M02M	A15M02PRD1	OCONUS COLA	1	USD	-382.420000	0.000000	0.000000
CG ACT 2015M03E	A15M03PRD2	OCONUS COLA	1	USD	-407.910000	0.000000	0.000000
CG ACT 2015M03M	A15M03PRD1	OCONUS COLA	1	USD	-382.420000	0.000000	0.000000
CG ACT 2015M04E	A15M04PRD2	OCONUS COLA	1	USD	-382.420000	0.000000	0.000000
CG ACT 2015M04M	A15M04PRD1	OCONUS COLA	1	USD	-382.420000	0.000000	0.000000

Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

Rick Astley EMP ID: 1234567 Empl Record: 0
Calendar Group ID: C116030 201603 On-Cycle AD Mid Month

Calendar Information — Find First 1 of 1 Last

Calendar ID: CG RSV 2016M03M Pay Group: USCG RSV
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Earnings & Deductions — Customize | Find | View All | First 1-3 of 3 Last

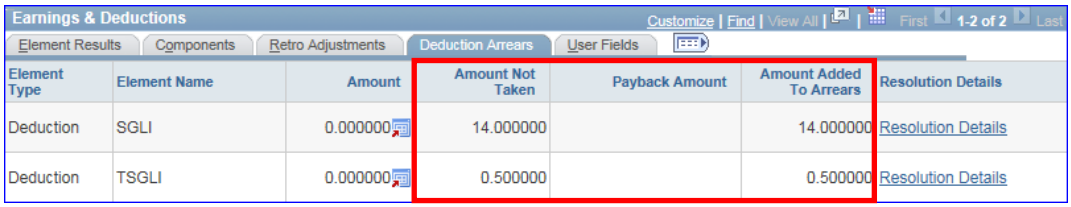
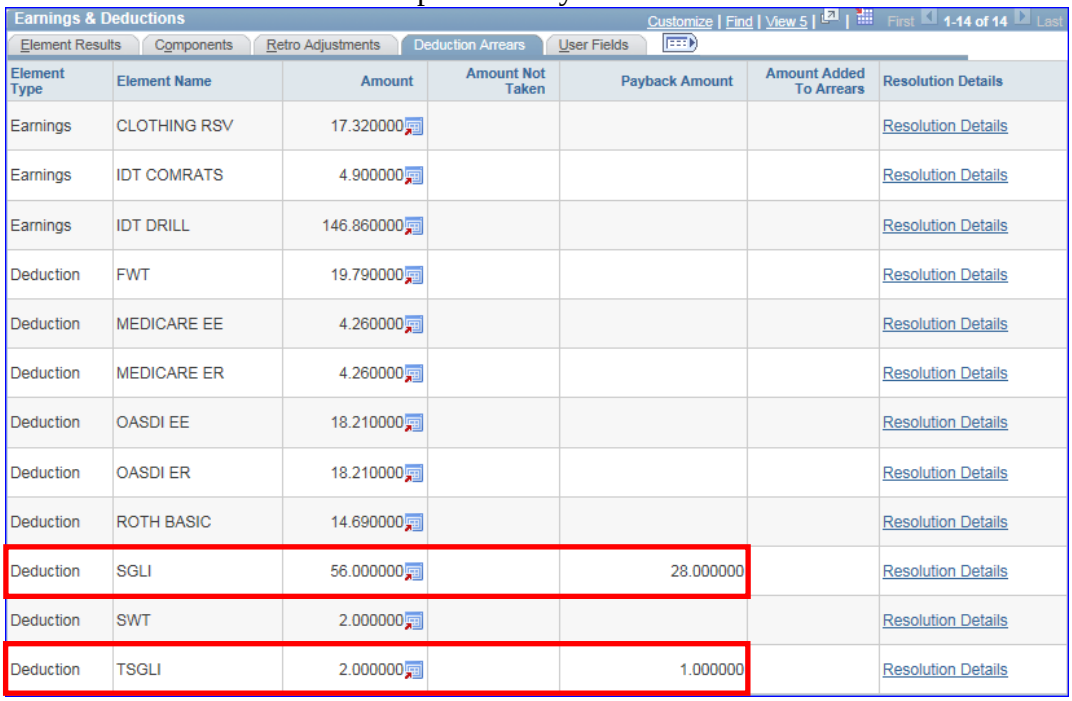
Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Deduction	FSGLI	0.000000	Family Servicemembers Grp Life	0	03/01/2016	03/15/2016	Resolution Details
Deduction	SGLI	0.000000	Servicemembers Group Life Ins	0	03/01/2016	03/15/2016	Resolution Details
Deduction	TSGLI	0.000000	Traumatic SGLI	0	03/01/2016	03/15/2016	Resolution Details

Continued on next page

Pay Calculation Results, Continued

Procedures,
continued

Step	Action
14	The **Deduction Arrears** tab is mostly used to identify Reserve members who haven't drilled (earned/received pay) in a while and their SGLI premiums are still being deducted. It can also be used to show members that had SGLI Arrears and are paying it back. **Example 1**: Member did not drill this pay period, SGLI and TSGLI premiums were deducted and added to arrears.  **Example 2**: Member drilled, $56 was deducted for this month and last month's SGLI premiums and $2 was deducted for this month and last month's TSGLI. The **Payback Amount** represents the amount that was in arrears from the previous month when the member didn't perform any drills. 

Earnings & Deductions — Customize | Find | View All | First 1-2 of 2 Last

Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Amount Not Taken	Payback Amount	Amount Added To Arrears	Resolution Details
Deduction	SGLI	0.000000	14.000000		14.000000	Resolution Details
Deduction	TSGLI	0.000000	0.500000		0.500000	Resolution Details

Earnings & Deductions — Customize | Find | View 5 | First 1-14 of 14 Last

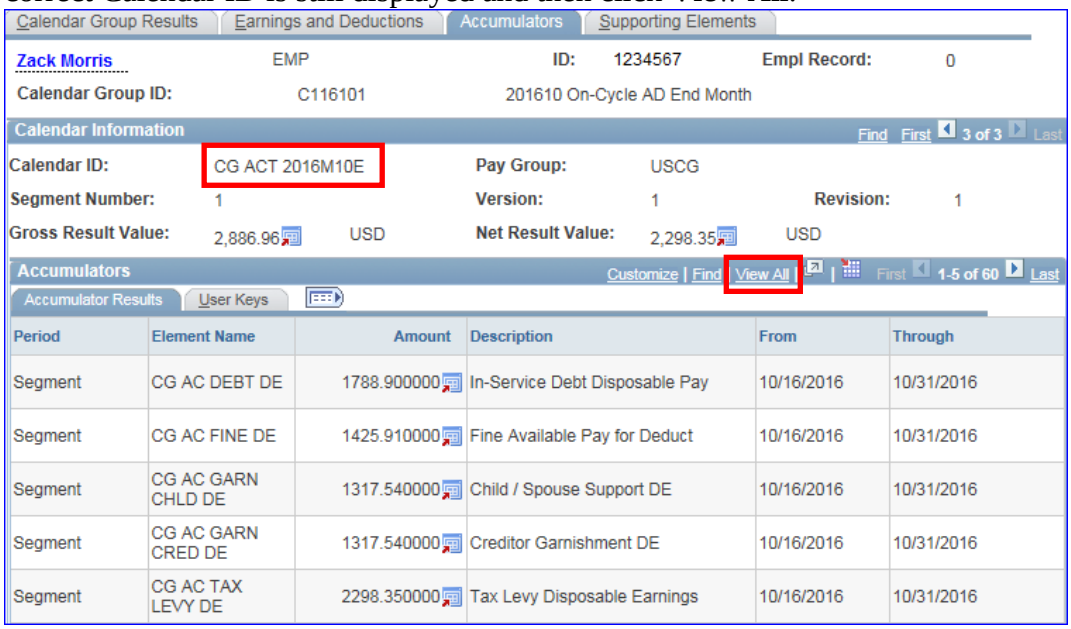
Element Results | Components | Retro Adjustments | Deduction Arrears | User Fields

Element Type	Element Name	Amount	Amount Not Taken	Payback Amount	Amount Added To Arrears	Resolution Details
Earnings	CLOTHING RSV	17.320000				Resolution Details
Earnings	IDT COMRATS	4.900000				Resolution Details
Earnings	IDT DRILL	146.860000				Resolution Details
Deduction	FWT	19.790000				Resolution Details
Deduction	MEDICARE EE	4.260000				Resolution Details
Deduction	MEDICARE ER	4.260000				Resolution Details
Deduction	OASDI EE	18.210000				Resolution Details
Deduction	OASDI ER	18.210000				Resolution Details
Deduction	ROTH BASIC	14.690000				Resolution Details
Deduction	SGLI	56.000000		28.000000		Resolution Details
Deduction	SWT	2.000000				Resolution Details
Deduction	TSGLI	2.000000		1.000000		Resolution Details

Continued on next page

Procedures,
continued

Step	Action
15	The **Accumulators** tab represents "buckets" of cumulative values. Ensure the correct Calendar ID is still displayed and then click **View All**.
16	Clicking View All will display all accumulators for the member. Accumulators are broken down into several different **Periods**: Segments, Calendar Periods, Month to Date, Year to Date and Custom Periods. See below for examples of each one. The below group of Segments shows the amounts of Disposable/Available Pay as well as Disposable Earnings in case the member ever incurred an In-Service Debt, Fine, Child/Spouse Support, Garnishment or Tax Levy against their pay. These amounts represent what the system could deduct a percentage from to pay off these items. For example, if this member had an In-Service Debt, the system would take 15% of $1788.90. **Segment**:


Calendar Group Results | Earnings and Deductions | Accumulators | Supporting Elements

Zack Morris EMP ID: 1234567 Empl Record: 0

Calendar Group ID: C116101 201610 On-Cycle AD End Month

Calendar Information — Find | First 3 of 3 | Last

Calendar ID: CG ACT 2016M10E Pay Group: USCG

Segment Number: 1 Version: 1 Revision: 1

Gross Result Value: 2,886.96 USD Net Result Value: 2,298.35 USD

Accumulators — Customize | Find | View All | First 1-5 of 60 Last

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From	Through
Segment	CG AC DEBT DE	1788.900000	In-Service Debt Disposable Pay	10/16/2016	10/31/2016
Segment	CG AC FINE DE	1425.910000	Fine Available Pay for Deduct	10/16/2016	10/31/2016
Segment	CG AC GARN CHLD DE	1317.540000	Child / Spouse Support DE	10/16/2016	10/31/2016
Segment	CG AC GARN CRED DE	1317.540000	Creditor Garnishment DE	10/16/2016	10/31/2016
Segment	CG AC TAX LEVY DE	2298.350000	Tax Levy Disposable Earnings	10/16/2016	10/31/2016

Period	Element Name	Amount	Description	From	Through
Segment	CG AC DEBT DE	1788.900000	In-Service Debt Disposable Pay	10/16/2016	10/31/2016
Segment	CG AC FINE DE	1425.910000	Fine Available Pay for Deduct	10/16/2016	10/31/2016
Segment	CG AC GARN CHLD DE	1317.540000	Child / Spouse Support DE	10/16/2016	10/31/2016
Segment	CG AC GARN CRED DE	1317.540000	Creditor Garnishment DE	10/16/2016	10/31/2016
Segment	CG AC TAX LEVY DE	2298.350000	Tax Levy Disposable Earnings	10/16/2016	10/31/2016

Continued on next page

Procedures,
continued

Step	Action
16 (cont)	The next group of **Segments** represent the Net and Gross Pay, Federal Withholding Taxes, Medicare deductions and OASDI (Social Security) deductions. For Medicare and OASDI, EE represents what the member contributes and ER represents what the employer contributes.

Period	Element Name	Amount	Description	From	Through
Segment	FWT GRS N	1806.150000	FWT Gross Customer	10/16/2016	10/31/2016
Segment	FWT GRS N	0.000000	FWT Gross Customer	10/16/2016	10/31/2016
Segment	FWT GRS TOT	1697.780000	FWT Taxable Gross Total	10/16/2016	10/31/2016
Segment	FWT PRE TAX N	108.370000	FWT Before-Tax Customer	10/16/2016	10/31/2016
Segment	MED EE GRS N	1806.150000	Medicare/EE Gross Customer	10/16/2016	10/31/2016
Segment	MED ER GRS N	1806.150000	Medicare/ER Gross Customer	10/16/2016	10/31/2016
Segment	MEDEE FULL AMT	26.190000	Total Medicare/EE Amount	10/16/2016	10/31/2016
Segment	NET	2298.350000	Net	10/16/2016	10/31/2016
Segment	OAS EE GRS N	1806.150000	OASDI/EE Gross Customer	10/16/2016	10/31/2016
Segment	OAS ER GRS N	1806.150000	OASDI/ER Gross Customer	10/16/2016	10/31/2016
Segment	TOTAL DEDUCTION N	225.620000	Total Deductions Not Maintain	10/16/2016	10/31/2016
Segment	TOTAL DEDUCTIONS	225.620000	Total Deductions	10/16/2016	10/31/2016
Segment	TOTAL EARNINGS	2886.960000	Gross Pay	10/16/2016	10/31/2016
Segment	TOTAL EARNINGS N	2886.960000	Gross Pay Not Maintained	10/16/2016	10/31/2016
Segment	TOTAL TAXES	362.990000	Total Taxes	10/16/2016	10/31/2016

The **Calendar Periods** show the Estimated Advance Pay if a member were to request it along with the FIT (Federal Income Tax) Withholding.

Period	Element Name	Amount	Description	From	Through
Calendar Period	CG AC EST ADVANCE	1317.540000	Estimated Advance Pay	10/16/2016	10/31/2016
Calendar Period	FWT_PTDA	224.810000	FIT Withholding	10/16/2016	10/31/2016

Continued on next page

Procedures,
continued

Step 16 (cont) — **Action**

The **Month to Date** periods show member-specific monthly accumulators.

Period	Element Name	Amount	Description	From	Through
Month to Date	AFRH_MTDA	0.500000	Armed Forces Retirement Home	10/01/2016	10/31/2016
Month to Date	CG AC FSGLI MTD	5.000000	FSGLI MTD for PP Formula	10/01/2016	10/31/2016
Month to Date	CG AC SGLI MTD	28.000000	SGLI MTD for PP Formula	10/01/2016	10/31/2016
Month to Date	CG AC TSGLI MTD	1.000000	TSGLI MTD for PP Formula	10/01/2016	10/31/2016
Month to Date	FSGLI_MTDA	5.000000	Family Servicemembers Grp Life	10/01/2016	10/31/2016
Month to Date	SAVINGS_MTDA	200.000000	Savings	10/01/2016	10/31/2016
Month to Date	SGLI_MTDA	28.000000	Servicemembers Group Life Ins	10/01/2016	10/31/2016
Month to Date	TOTAL ALLOTMENTS	200.000000	Month to Date Allotments Total	10/01/2016	10/31/2016
Month to Date	TSGLI_MTDA	1.000000	Traumatic SGLI	10/01/2016	10/31/2016
Month to Date	TSP BASIC_MTDA	216.740000	Thrift Savings Plan Basic Pay	10/01/2016	10/31/2016

The **Year to Date** periods provide the yearly totals for all accumulators.

Period	Element Name	Amount	Description	From	Through
Year to Date	TOT DEDUCTIONS YTD	4677.790000	Total Deductions YTD	01/01/2016	12/31/2016
Year to Date	TOT EARNINGS YTD	55435.170000	Total Earnings YTD	01/01/2016	12/31/2016
Year to Date	TOTAL NET YTD	43497.770000	Total Net YTD	01/01/2016	12/31/2016
Year to Date	TOTAL TAXES YTD	7259.610000	Total Taxes YTD	01/01/2016	12/31/2016
Year to Date	TSP BASIC_YTDA	2167.400000	Thrift Savings Plan Basic Pay	01/01/2016	12/31/2016

The **Custom Periods** show unique accumulators including the member's current leave balance, debt deductions, and advance balances. It will also show if a member has sold any leave within their military career. Disregard the From Date, it has no value.

Period	Element Name	Amount	Description	From	Through
Custom Period	CG AC LEAVE SOLD	60.000000	Sold Leave Accumulator	01/01/2004	
Custom Period	CG AC MEDICAR PRMM	24.400000	MEDICARE Previous Month	01/01/2004	
Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004	
Custom Period	CG AC OASDI PRMM	104.310000	OASDI Previous Month	01/01/2004	
Custom Period	EXEMPT LEAVE_BAL	39.000000	Tax Exempt Leave Balance	01/01/2004	
Custom Period	FWT AC PRMM	211.300000	FWT Previous Month Value	01/01/2004	
Custom Period	LEAVE ENT_BAL	50.500000	Leave Entitlement	01/01/2004	

Continued on next page

Procedures,
continued

Step	Action
16 (cont)	The Custom Periods also show FSGLI, SGLI and TSGLI arrears (debts) and prepayments for Reservists. Positive Amounts = Arrears

Period	Element Name	Amount	Description	From	Through
Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004	
Custom Period	FSGLI_ARR	45.500000	Family Servicemembers Grp Life	01/01/2004	
Custom Period	LEAVE ENT_BAL	0.000000	Leave Entitlement	01/01/2004	
Custom Period	SGLI_ARR	98.000000	Servicemembers Group Life Ins	01/01/2004	
Custom Period	TSGLI_ARR	3.500000	Traumatic SGLI	01/01/2004	

Negative Amounts = Prepayment Credit

Period	Element Name	Amount	Description	From	Through
Custom Period	CG AC MGIB BAL	1200.000000	MGIB Basic Balance	01/01/2004	
Custom Period	FSGLI_ARR	-200.750000	Family Servicemembers Grp Life	01/01/2004	
Custom Period	LEAVE ENT_BAL	0.000000	Leave Entitlement	01/01/2004	
Custom Period	SGLI_ARR	-476.000000	Servicemembers Group Life Ins	01/01/2004	
Custom Period	TSGLI_ARR	-17.000000	Traumatic SGLI	01/01/2004	

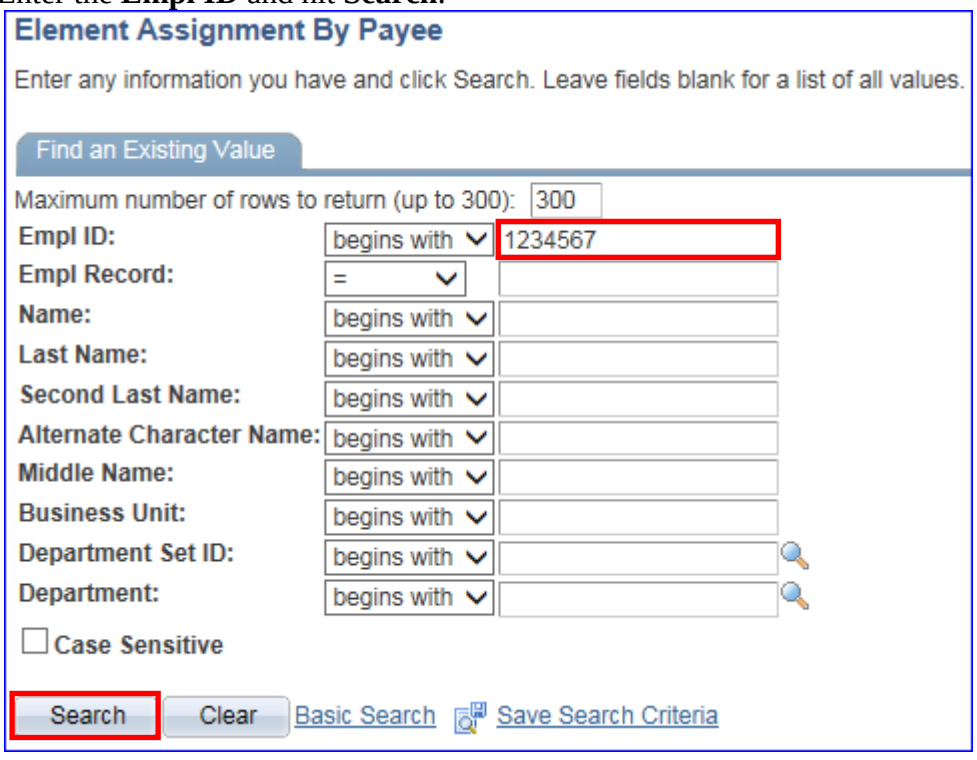
Element Assignment by Payee (EABP)

Introduction

This section provides the procedures for viewing the Element Assignment by Payee (EABP) in Direct Access. Only PPC has the ability to input elements into EABP. The system will automatically build EABP rows based on SPO Action Requests. SPO users must look here first to obtain the Instance number when doing Pay Corrections and when researching In-Service Debts.

Procedures

See below.

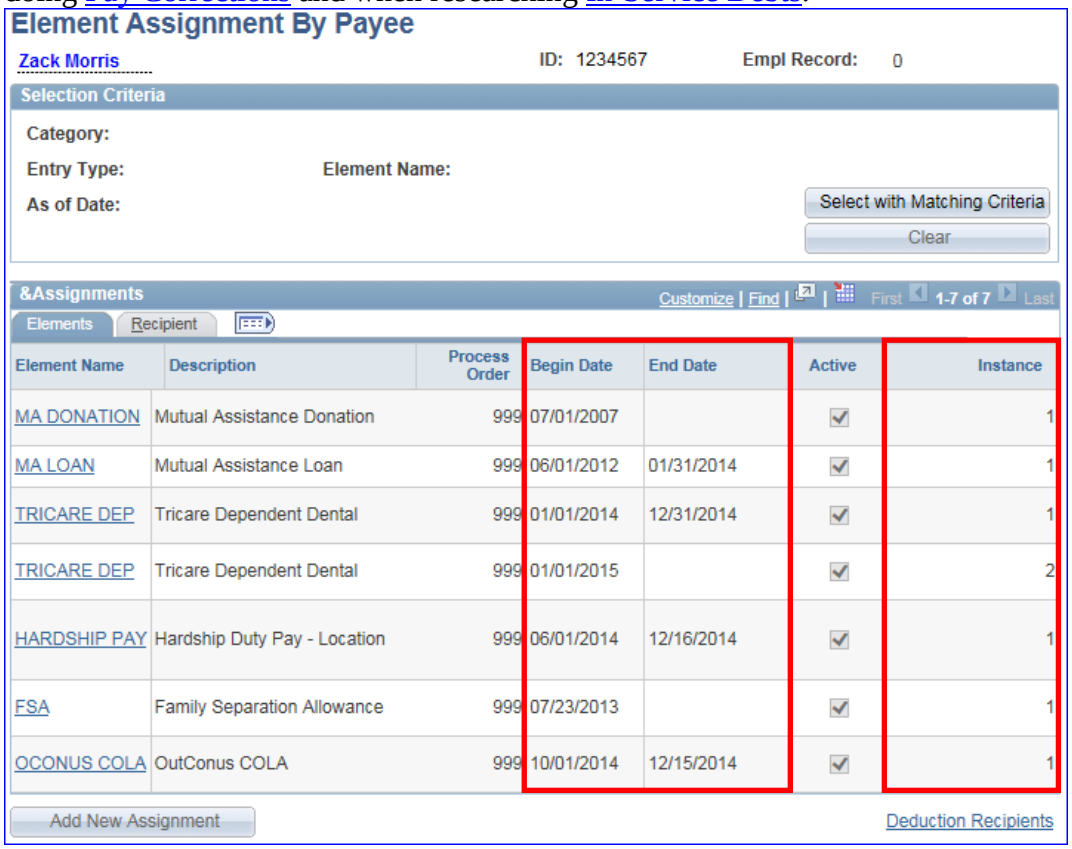
Step	Action
1	Select the **Element Assignment by Payee** link from the Pay Processing Shortcuts pagelet.
2	Enter the **Empl ID** and hit **Search**. 

Continued on next page

Element Assignment by Payee (EABP), Continued

Procedures,
continued

Step	Action
3	All Action Requests will be displayed for the member along with their Begin and End Dates. The Instance number represents what sequence the transactions were submitted. SPO users must look here first to obtain the Instance number when doing Pay Corrections and when researching In-Service Debts.



Element Assignment By Payee

Zack Morris ID: 1234567 Empl Record: 0

Selection Criteria

Category:

Entry Type: Element Name:

As of Date:

Select with Matching Criteria

Clear

&Assignments Customize | Find | First 1-7 of 7 Last

Elements Recipient

Element Name	Description	Process Order	Begin Date	End Date	Active	Instance
MA DONATION	Mutual Assistance Donation	999	07/01/2007		☑	1
MA LOAN	Mutual Assistance Loan	999	06/01/2012	01/31/2014	☑	1
TRICARE DEP	Tricare Dependent Dental	999	01/01/2014	12/31/2014	☑	1
TRICARE DEP	Tricare Dependent Dental	999	01/01/2015		☑	2
HARDSHIP PAY	Hardship Duty Pay - Location	999	06/01/2014	12/16/2014	☑	1
FSA	Family Separation Allowance	999	07/23/2013		☑	1
OCONUS COLA	OutConus COLA	999	10/01/2014	12/15/2014	☑	1

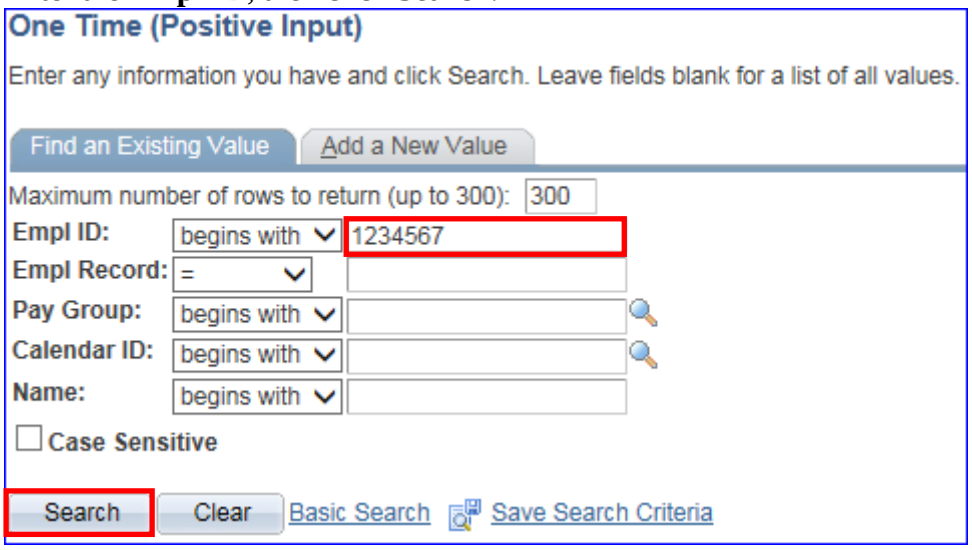
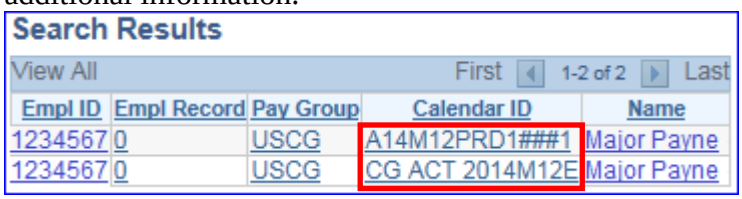
Add New Assignment

Deduction Recipients

One Time Positive Input (OTPI)

Introduction This section provides the procedures for viewing the One Time Positive Input (OTPI) in Direct Access. Even though the name specifies "Positive Input", the amount can also be a negative number. Any time PPC manually credits or debits pay, it will be documented here (see steps 9-11).

Procedures See below.

Step	Action
1	Select the **One Time (Positive Input)** link from the Pay Processing Shortcuts pagelet.
2	Enter the **Empl ID**, then click **Search**. 
3	This member has 2 different Calendar IDs listed in OTPI. Select each one to see additional information. 

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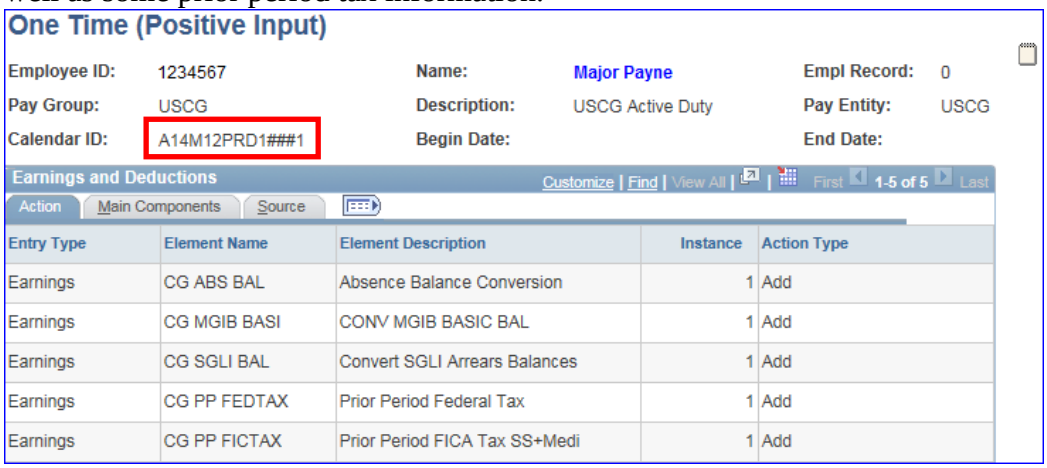
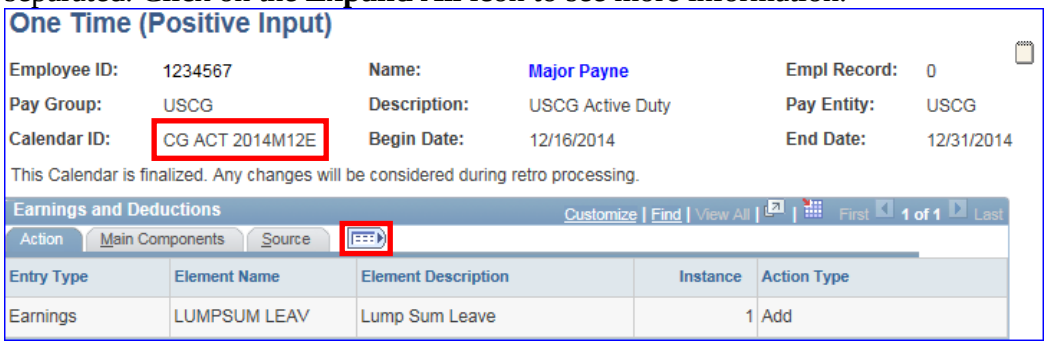
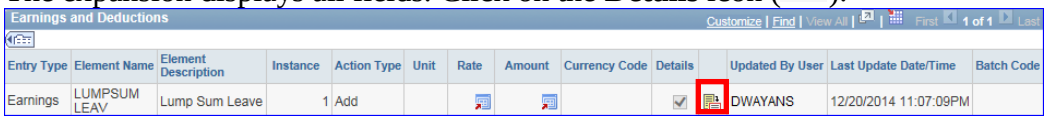
One Time Positive Input (OTPI), Continued

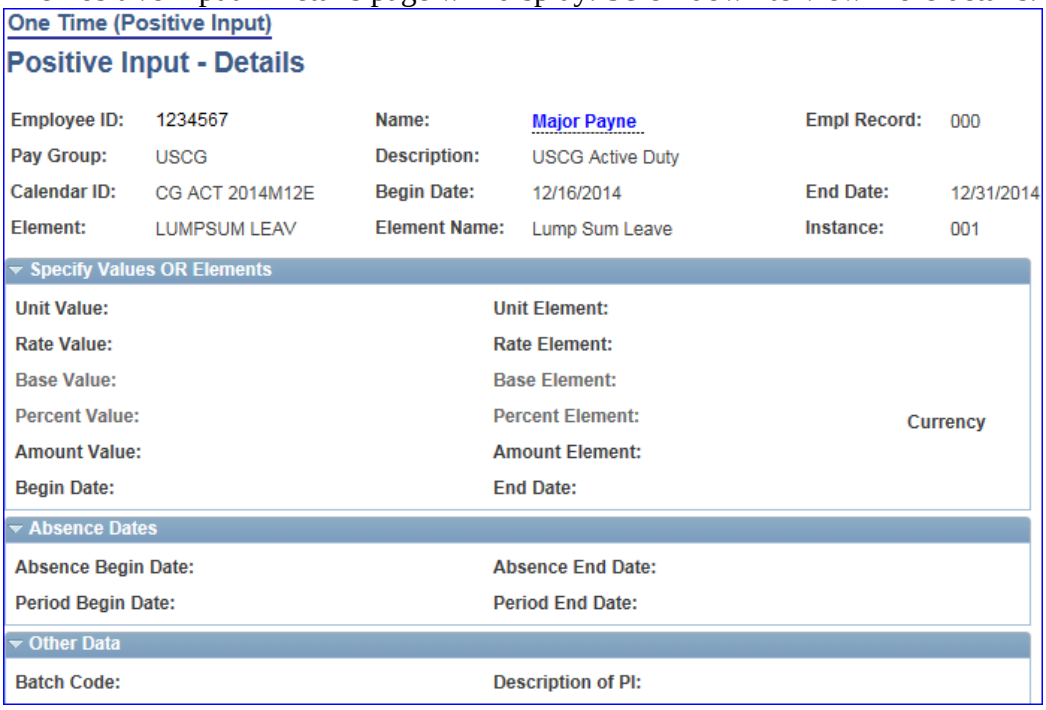
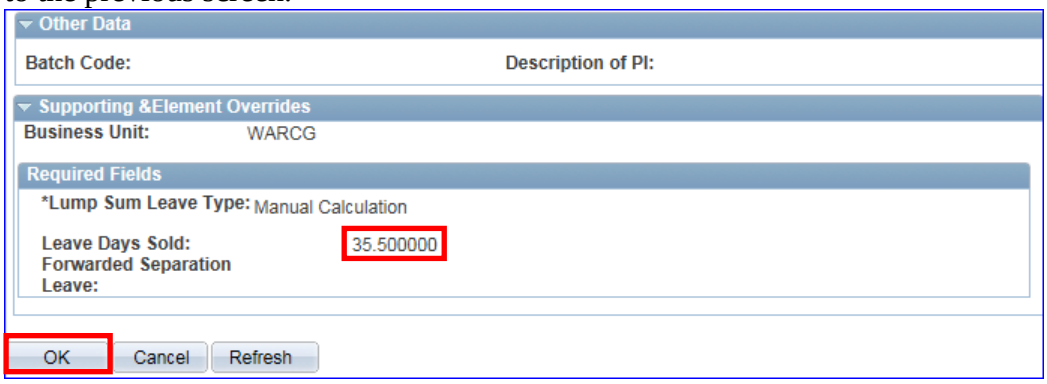
Procedures,
continued

Step	Action
4	The first Calendar ID shows items that were converted from the 8.0 system as well as some prior period tax information.  One Time (Positive Input) Employee ID: 1234567 Name: Major Payne Empl Record: 0 Pay Group: USCG Description: USCG Active Duty Pay Entity: USCG Calendar ID: A14M12PRD1###1 Begin Date: End Date: Earnings and Deductions Customize | Find | View All | First 1-5 of 5 Last Action | Main Components | Source Entry Type / Element Name / Element Description / Instance / Action Type Earnings / CG ABS BAL / Absence Balance Conversion / 1 / Add Earnings / CG MGIB BASI / CONV MGIB BASIC BAL / 1 / Add Earnings / CG SGLI BAL / Convert SGLI Arrears Balances / 1 / Add Earnings / CG PP FEDTAX / Prior Period Federal Tax / 1 / Add Earnings / CG PP FICTAX / Prior Period FICA Tax SS+Medi / 1 / Add
5	The second Calendar ID shows the Lump Sum Leave Sale when the member separated. Click on the **Expand All** icon to see more information.  One Time (Positive Input) Employee ID: 1234567 Name: Major Payne Empl Record: 0 Pay Group: USCG Description: USCG Active Duty Pay Entity: USCG Calendar ID: CG ACT 2014M12E Begin Date: 12/16/2014 End Date: 12/31/2014 This Calendar is finalized. Any changes will be considered during retro processing. Earnings and Deductions Customize | Find | View All | First 1 of 1 Last Action | Main Components | Source Entry Type / Element Name / Element Description / Instance / Action Type Earnings / LUMPSUM LEAV / Lump Sum Leave / 1 / Add
6	The expansion displays all fields. Click on the **Details** icon ( ).  Earnings and Deductions Customize | Find | View All | First 1 of 1 Last Entry Type / Element Name / Element Description / Instance / Action Type / Unit / Rate / Amount / Currency Code / Details / Updated By User / Last Update Date/Time / Batch Code Earnings / LUMPSUM LEAV / Lump Sum Leave / 1 / Add / DWAYANS / 12/20/2014 11:07:09PM

Continued on next page

One Time Positive Input (OTPI), Continued

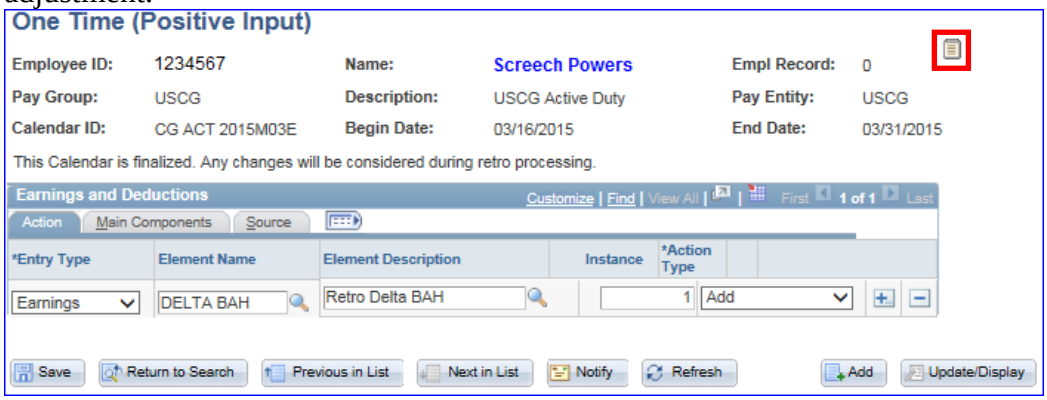
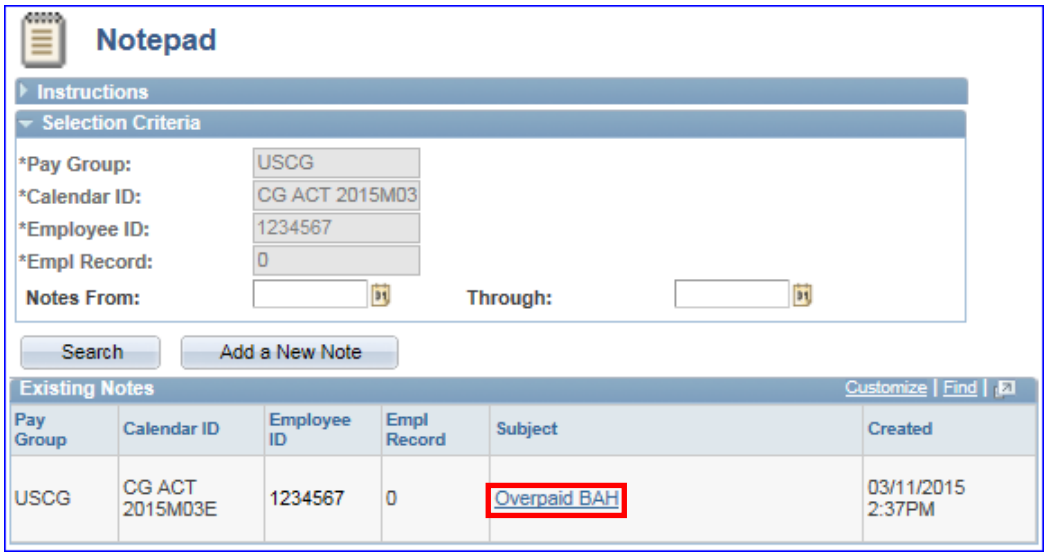
Procedures,
continued

Step	Action
7	The Positive Input – Details page will display. Scroll down to view more details. 
8	This tells you specific information about the OTPI. In this example, it shows how much leave the system sold to the separating member. Click **OK** to go back to the previous screen. 

Continued on next page

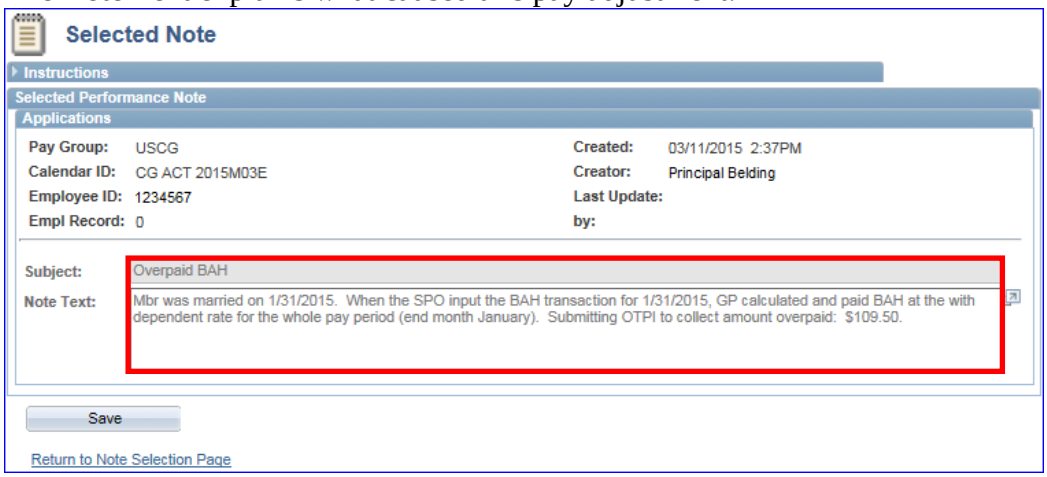
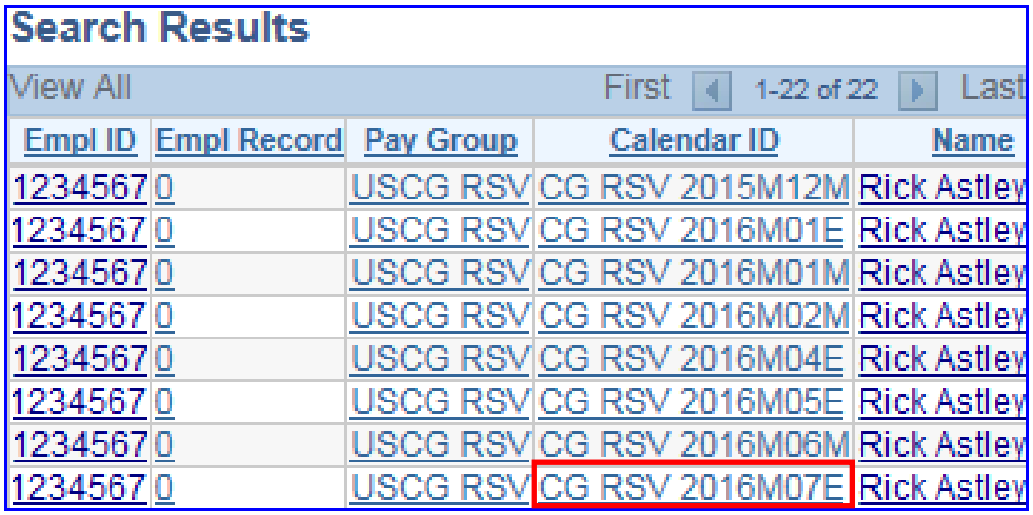
One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
9	Here's an example of a Pay Adjustment submitted by PPC in OTPI. This shows a Retro Delta BAH. If the notepad shows lines , that means there are notes available to view. Click on the **Notepad** to view the notes regarding this pay adjustment. 
10	Clicking the Notepad will open a new window. Click on the **Subject** to view the details. 

Continued on next page

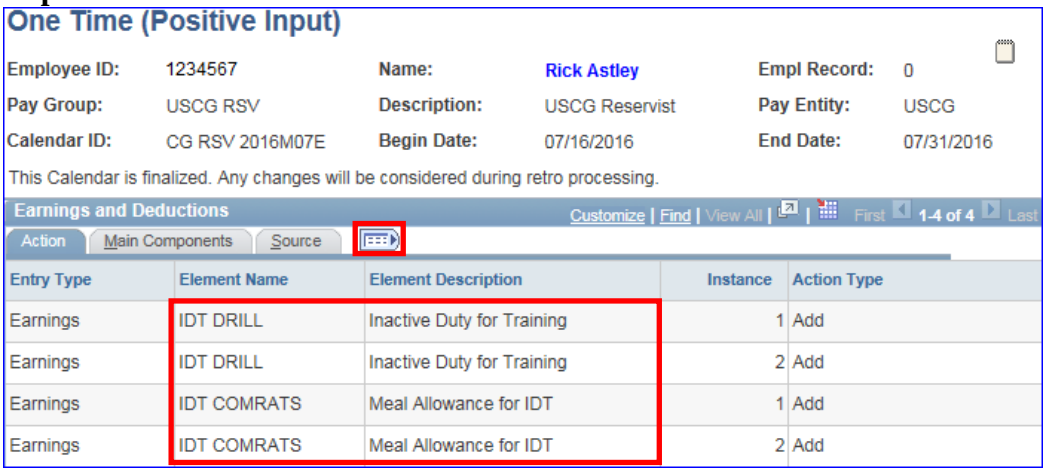
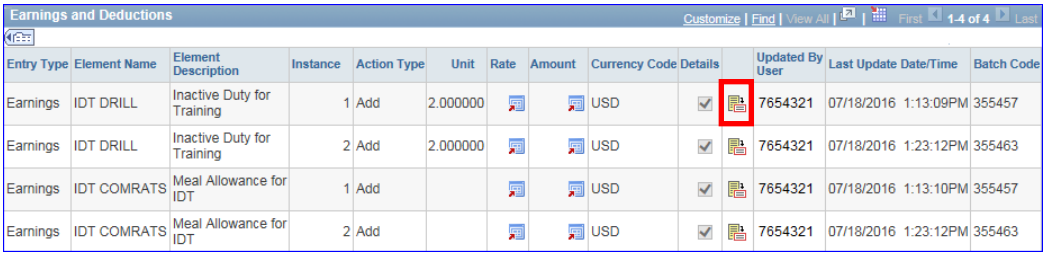
Procedures,
continued

Step	Action
11	The Note Text explains what caused this pay adjustment. 
12	Reserve members have multiple Calendar IDs listed in OTPI. Select each one to see additional information. 

Continued on next page

One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
13	Every IDT Drill and IDT COMRATS (meals) generates an OTPI. Click on the **Expand All** icon to see more information. 
14	The expansion displays all fields. Click on the **Details** icon ( ) for more information. 

One Time (Positive Input)

Employee ID:	1234567	Name:	Rick Astley	Empl Record:	0
Pay Group:	USCG RSV	Description:	USCG Reservist	Pay Entity:	USCG
Calendar ID:	CG RSV 2016M07E	Begin Date:	07/16/2016	End Date:	07/31/2016

This Calendar is finalized. Any changes will be considered during retro processing.

Earnings and Deductions — Customize | Find | View All | First 1-4 of 4 Last

Action | Main Components | Source

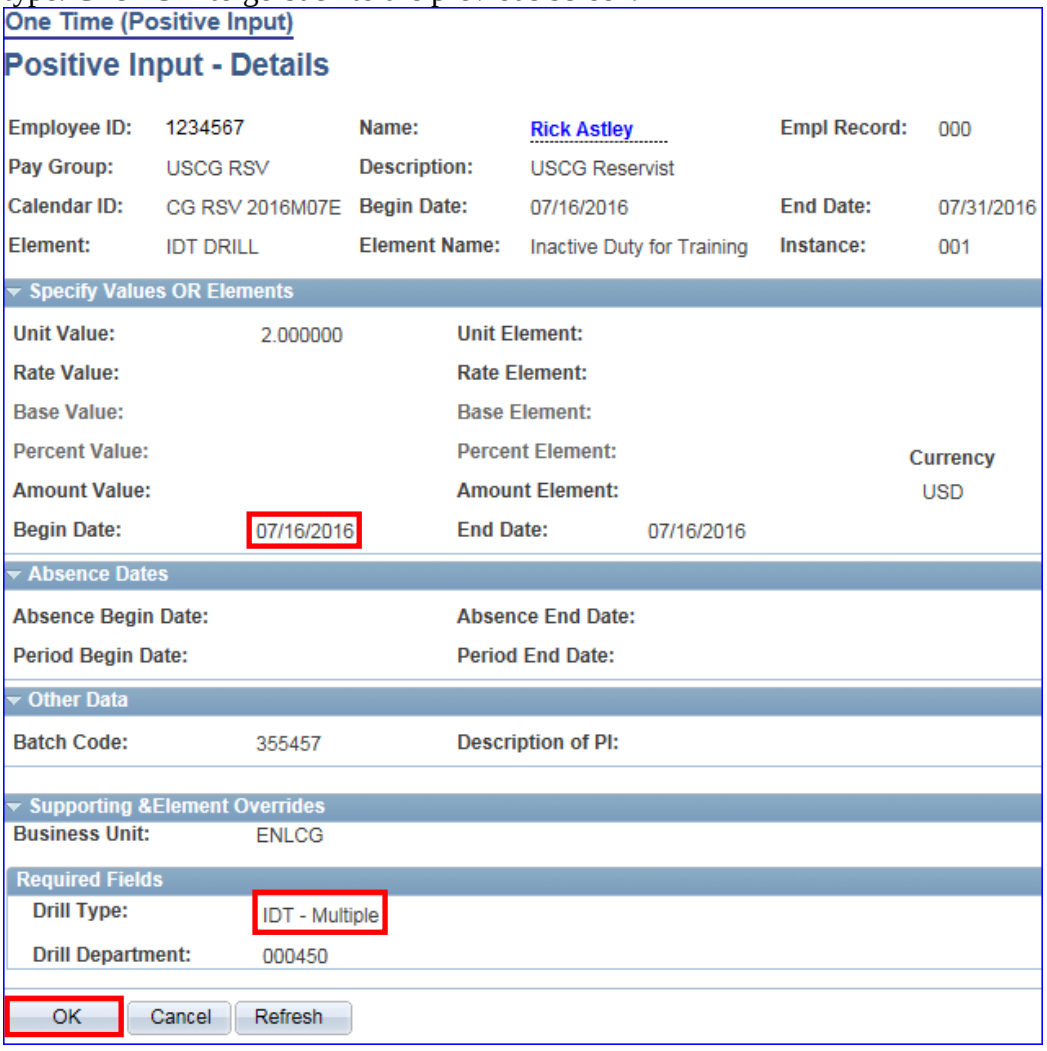
Entry Type	Element Name	Element Description	Instance	Action Type
Earnings	IDT DRILL	Inactive Duty for Training	1	Add
Earnings	IDT DRILL	Inactive Duty for Training	2	Add
Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add
Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add

Earnings and Deductions — Customize | Find | View All | First 1-4 of 4 Last

Entry Type	Element Name	Element Description	Instance	Action Type	Unit	Rate	Amount	Currency Code	Details		Updated By User	Last Update Date/Time	Batch Code
Earnings	IDT DRILL	Inactive Duty for Training	1	Add	2.000000			USD			7654321	07/18/2016 1:13:09PM	355457
Earnings	IDT DRILL	Inactive Duty for Training	2	Add	2.000000			USD			7654321	07/18/2016 1:23:12PM	355463
Earnings	IDT COMRATS	Meal Allowance for IDT	1	Add				USD			7654321	07/18/2016 1:13:10PM	355457
Earnings	IDT COMRATS	Meal Allowance for IDT	2	Add				USD			7654321	07/18/2016 1:23:12PM	355463

Continued on next page

One Time Positive Input (OTPI), Continued

Procedures,
continued

Step	Action
15	The Positive Input – Details page will display. This tells you specific information about the OTPI. In this example, it shows the drill date and drill type. Click **OK** to go back to the previous screen.